



BLUEDOGTRAINING

Child Safety and Wellbeing Policy

1 POLICY COVERAGE AND COMPLIANCE REQUIREMENTS

Section	Revised ASQA Standard/s	Other Compliance Requirements
Statement of Commitment	Standard 4.3d	<ul style="list-style-type: none">Child Safe Organisations Act 2024
National Principles	Standard 4.3d	
Code of Conduct	Standard 2.5b Standard 4.3d	
Organisational Culture	Standard 4.3d	
Nominated Child Safety Officer	Standard 4.3d	
Children's rights	Standard 4.3d	<ul style="list-style-type: none">Human Rights Act 2019
Recruitment and screening	Standard 4.3d	<ul style="list-style-type: none">SAS Audit Evidence Requirements
Staff training and ongoing currency	Standard 4.3d	
Managing disclosure or suspicions of harm	Standard 4.3d	<ul style="list-style-type: none">Child Protection Act 1999
Managing breaches	Standard 4.3d	



Complaints	Standard 4.3d	
Reporting overview	Standard 4.3d	
Reporting instructions	Standard 4.3d	<ul style="list-style-type: none">• Criminal Code Act 1899
Community engagement	Standard 4.3d	
Review processes	Standard 4.3d	<ul style="list-style-type: none">• Clause 4.1(j) SAS Agreement
Risk management	Standard 4.3d	

Note: all sections contribute to compliance of the legislation and principles outlined in the purpose below. Additional compliance requirements are identified in the table.

2 PURPOSE

Blue Dog Training provides training and assessment services to students who are under the age of eighteen (18). Blue Dog Training is committed to being a Child Safe Organisation, demonstrating a proactive approach to supporting child safety and wellbeing for all children. The purpose of this policy is to demonstrate how Blue Dog Training has clearly defined policies and systems to facilitate child safety and wellbeing in accordance with the relevant legislation, such as the [Working with Children \(Risk Management and Screening\) Act 2000](#), whereby Blue Dog Training must develop, implement, and annually review a Child and youth risk management strategy, the [Working with Children \(Risk Management and Screening\) Regulation 2020](#) and is inclusive of the [10 National Principles for Child Safe Organisations](#).

3 STATEMENT OF COMMITMENT

Blue Dog Training is committed to facilitating safe, supportive and friendly environments where children and young people are valued and actively participate in Vocational Education and Training (VET) courses.

We are committed to promoting and actively maintaining a child safe culture. All staff have a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of every action taken and decision made.

We have zero tolerance of child abuse, harm, and racism, and all allegations and safety concerns will be treated seriously and consistently with our robust policies and procedures, such as this Child Safety and Wellbeing Policy.

Michelle Campbell

CEO and Child Safety Officer – Blue Dog Training



4 UNIVERSAL PRINCIPLE AND NATIONAL PRINCIPLES

The Universal Principle requires child safe entities to provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons. Blue Dog Training demonstrates its understanding of the universal principle organisation wide.

Blue Dog Training promotes child safety and wellbeing by adopting and applying the 10 National Principles for Child Safe Organisations listed below. These principles are demonstrated throughout this Child Safety and Wellbeing Policy.

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

5 CODE OF CONDUCT

All Blue Dog Training personnel, such as staff, contractors, or volunteers, must read and acknowledge this Policy prior to employment or representation. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children and are responsible for supporting the safety, participation, wellbeing, and empowerment of children.

Blue Dog Training personnel MUST:

- Take all reasonable steps to protect children from abuse.
- Take disclosures of harm or abuse made by a child seriously.
- Raise concerns with management if risks to child safety are identified. Report and act on any concerns or observed breaches of this Code of Conduct.



- Participate in all compulsory training and professional development including training on child safety and wellbeing.
- Always ensure appropriate supervision of children, and limit opportunities for unsupervised access.
- Ensure staff-to-student ratios are established based on risk levels, activity types, and where possible, guided/approved by relevant personnel (e.g., the school).
- Treat all children and young people with respect, regardless of race, sex, gender identity, sexual orientation, language, religion, political or other opinion, nationality, cultural background, financial situation, disability or other characteristics.
- Use appropriate language, such as encouragement, positive words, pleasant tone of voice, and honest and open communication.
- Consider the different needs of all children, support them to participate fully in training programs and help them feel included.
- Make Aboriginal and Torres Strait Islander children and families feel included and welcome and support Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
- Help Blue Dog Training be a place where people of all cultures feel safe and included.
- Listen to children and respond to them if they feel unsafe.
- Value children and young people's ideas and opinions.
- Promote friendships and encourage children and young people to support their peers.
- Involve children and young people in decisions about the activities they participate in and welcome the participation of parents and carers in these decisions.
- Report any conflicts of interest they have (such as an outside relationship with a child) that may affect their ability to perform my role.
- Respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it.
- Ensure breaches of this code are reported to our Child Safety Officer immediately.
- Comply with all relevant Australian and Queensland legislation, and our Child Safety and Wellbeing Policy.
- Uphold the rights of the child and always prioritise their needs.
- Act to prioritise the best interests of the child or children.
- Promptly take actions to ensure the child or children are safe.
- As soon as possible report the incident or concerns.
- Maintain the privacy of those involved, following record keeping, privacy and information sharing guidelines.



Blue Dog Training personnel MUST NOT:

- Condone or participate in illegal, unsafe, abusive or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect or sexual misconduct.
- Ignore or disregard any concerns, suspicions or disclosures of child abuse or harm.
- Exaggerate or trivialise child abuse issues.
- Use hurtful or inappropriate language with children, such as swearing, racial comments, sexually suggestive comments, insults, criticism, name calling, yelling, and bullying.
- Fail to report information to police if they know a child has been abused.
- Touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teach.
- Persistently criticise and/or denigrate a child.
- Deliberately prevent a child from forming friendships.
- Verbally assault a child or create a climate of fear.
- Offer children and young people alcohol, cigarettes or other drugs.
- Show children pornographic images.
- Share details of sexual experiences with a child.
- Use sexual language or gestures in the presence of children.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves such as changing clothes.
- Develop ‘special’ relationships with specific children or show favouritism through the provision of gifts or unnecessary or unsuitable attention.
- Have unauthorised contact with children and young people online, on social media or by phone.
- Take photographs, screenshots or share images of children involved in activities that are not authorised.
- Be alone with a child when there is no professional reason for doing so.

By observing these standards, all personnel acknowledge individual accountability and responsibility to immediately report any breach of this code to the Blue Dog Training Child Safety Officer and Blue Dog Training management.

Non-compliance with this Policy and Code of Conduct can lead to serious consequences. The action leading to misconduct will result in disciplinary action, including: restricting work, suspension, termination of employment, and referred to the appropriate authorities in line with reporting and legislative requirements.



Guidelines for managing challenging behaviour of children

Blue Dog Training staff must ensure that responses are proportionate, constructive, and designed to support the child's wellbeing. Examples of possible situations and appropriate responses (including but not limited to):

Disruptive behaviour in class:

- Appropriate Response: Calm redirection, use of positive reinforcement, individual conversation to understand the cause, and engagement strategies to refocus the child.
- Inappropriate Response: Yelling, public shaming, physical punishment, or dismissing the child without support.

Refusal to follow instructions:

- Appropriate Response: Providing clear expectations, offering choices, using de-escalation techniques, and engaging the child in a discussion about consequences.
- Inappropriate Response: Using threats, coercion, or force to gain compliance.

Peer conflict or bullying:

- Appropriate Response: Separating involved children, facilitating a restorative conversation, reinforcing positive behaviour expectations, and involving support staff if needed.
- Inappropriate Response: Ignoring the issue, assigning blame without investigation, or using punitive punishment without attempting resolution.

Unsafe behaviour (e.g., aggression, self-harm, risk-taking):

- Appropriate Response: Immediate intervention to ensure safety, notifying senior staff or support personnel, engaging parents or guardians, and documenting incidents for follow-up.
- Inappropriate Response: Responding with anger, physical restraint (except when required for immediate safety), or failing to report incidents.

Escalation procedures

To promote a culture of respect and accountability, children need to be aware of the Blue Dog Training escalation procedures should challenging behaviour continue.

Step 1: Verbal reminder/warning and redirection towards appropriate behaviour.

Step 2: Clear warning, explaining consequences of continued behaviour.

Step 3: Discussion with relevant personnel, such as a school teacher or the Blue Dog Training Child Safety Officer. Possible formal review and possible withdrawal from program.



Guidelines for managing physical contact with children

Blue Dog Training recognises that, while physical contact with children and young people may occasionally be necessary in specific circumstances, it must always be appropriate, justified, and conducted in a manner that prioritises child safety and dignity. The following guidelines apply to all staff and volunteers to ensure physical interactions remain professional, respectful, and transparent. Physical contact with children should only occur when necessary for the following reasons:

- Assisting with an activity, such as guiding a child's hands in a practical task such as handling tools, using equipment, or demonstrating a technique.
- Demonstrating a skill, such as adjusting hand positioning in a manual task where verbal instructions are insufficient.
- Ensuring safety, such as preventing harm, such as stopping a child from falling or restraining a child only if they are at immediate risk of injuring themselves or others.

Physical contact must never occur for disciplinary purposes, punishment, expressing personal affection, or any contact that could be perceived as inappropriate, unnecessary, or intrusive.

To ensure child safety and wellbeing, staff must follow these procedures when engaging in necessary physical contact:

Seek consent (where possible)

- Explain the reason and type of physical contact before it occurs to ensure the child understands and is comfortable.
- Obtain verbal agreement from the child before proceeding (e.g., "Is it okay if I adjust your grip to show you how to hold this tool safely?").
- For ongoing activities requiring physical contact (e.g., practical demonstrations), parental consent should be obtained and documented before the activity begins.

Maintain professional boundaries

- Always ensure contact is appropriate, brief, and necessary for the activity.
- Use indirect methods first (e.g., verbal instructions, visual demonstrations) before engaging in physical contact.
- Avoid touching sensitive areas such as the chest, stomach, thighs, or any other area that could be misinterpreted.

Be visible and accountable

- Physical contact should occur in an open and observable setting—never behind closed doors or in isolated areas.
- Where one-on-one physical contact is required, another staff member should be present if possible.
- If a child expresses discomfort at any point, stop immediately and offer alternative support.



Document and report when required:

- Any instance where a child needed to be physically restrained for safety reasons must be documented and reported to senior management.
- If physical contact was required for support or safety (beyond minor instances like a handshake), parents should be informed to maintain transparency.

Guidelines for managing one-on-one contact with children

Blue Dog Training minimises risks associated with one-on-one interactions as follows:

Staff and volunteers must not:

- Ever be alone with a child in a vehicle, private residence, or isolated area.
- Arrange private, off-site meetings with a child outside of approved activities.
- Physical contact should not occur unless necessary and must follow appropriate guidelines.

Permitted contact includes:

- One-on-one interactions must occur in open, observable spaces where others can see and hear the interaction.
- If a private conversation is necessary (e.g., completion of an assessment task, student support, etc.), it must take place in a room with windows and/or doors left open.
- Where relevant, inform a colleague before and after engaging in one-on-one interactions with a child.
- Where relevant, involve parents/guardians in advance if one-on-one contact is necessary (e.g., student support).
- Any necessary one-on-one coaching or feedback should be scheduled within group settings to maintain oversight.

Guidelines for managing contact with children outside the service environment

Blue Dog Training minimises risks associated with contact with children outside the service environment as follows:

Staff and volunteers must not:

- Engage in private business arrangements with children or their families (e.g., tutoring, babysitting, transport services).
- Attend social events outside of work-related activities unless pre-approved by management and with parental consent.
- Develop personal friendships or relationships with children under their supervision outside of professional interactions.



Permitted contact includes:

- Attending school-organised events where staff are present in an official capacity.
- Professional networking where the contact is work-related and follows organisational policies.

Staff must report any unsolicited contact requests from children or families outside of the service to their manager.

Guidelines for electronic communication and social media contact

To protect the privacy and safety of children and maintain professional boundaries, Blue Dog Training minimises risks associated with electronic communication and social media contact as follows:

Staff and volunteers must not:

- Engage in private messaging (SMS, email, social media DMs, phone calls) with students unless part of an approved communication channel.
- Add, follow, or interact with children on personal social media accounts (e.g., Facebook, Instagram, Snapchat, TikTok).
- Create or participate in private online groups with children unless approved, monitored, and accessible to parents/guardians.

Permitted digital communication includes:

- Using organisation-approved email accounts or messaging platforms for training updates.
- Engaging in group messages (e.g., WhatsApp, Microsoft Teams) for official purposes, with at least one other staff member or guardian included in the group.
- Sharing photos, updates, or learning materials via an official, monitored organisational page, with parental consent.

Any inappropriate digital communication or breach of this policy must be reported immediately.

Guidelines for gift-giving

While giving gifts can be a positive way to encourage students, strict guidelines must be followed to prevent misinterpretation or favouritism.

Permitted gifting includes:

- Group-based rewards (e.g., certificates, educational materials, team prizes) distributed equally to all students.
- Small, low-value items (e.g., stickers, booklets, stationery) as part of training-related activities.
- Gifts that are clearly documented, approved by management, and provided in line with organisational policies.



Prohibited gifting includes:

- Individual gifts given to a child without approval from management and parental knowledge.
- Expensive gifts that could create a sense of obligation or dependence.
- Gifts intended to build personal relationships outside of the training environment.

Staff must report any gifts received from children or their families to their supervisor to ensure transparency.

Guidelines for general health and safety of children

Fatigue

- Trainers should monitor for signs of fatigue, such as drowsiness, reduced concentration, or unsteady movements, or students struggling to safely handle equipment due to tiredness.
- Trainers should check in with students before engaging in high-risk activities to ensure alertness.
- If fatigue is identified, students should be removed from practical activities and referred to their teacher or school support services.

Hygiene

- Students must wash hands before and after practical sessions, especially when handling equipment, lubricants, or chemicals.
- Gloves and PPE must be worn when handling hazardous materials and disposed of correctly.
- Hand sanitiser should be available in all workshops and classrooms.
- If a student requires hygiene products (e.g., tissues, hand sanitiser, or personal hygiene items), trainers should discreetly refer them to the correct support services.
- Where applicable, spill kits and emergency eye-wash stations must be accessible in workshop areas for chemical or fluid-related incidents.

Sun safety

- Trainers must ensure students wear appropriate PPE (e.g., hats, long sleeves, and safety glasses) when working outdoors.
- Sunscreen should be available, and students should be reminded to apply it when engaging in prolonged outdoor activities.
- Heat exhaustion signs should be monitored, especially in high-heat environments (e.g., welding).

Equipment and resource checks

- Before each practical session, trainers must inspect tools and machinery for defects.
- Any damaged or malfunctioning equipment must be tagged and reported immediately.



- Emergency stop buttons must be functional and tested regularly.
- School-provided workshop spaces should be checked for hazards, including electrical faults, spills, and trip hazards.

Emergency and evacuation procedures

- Emergency procedures must align with the Blue Dog Training emergency evacuation plan depending on the location of the physical classroom, or for each individual school's evacuation plan while ensuring trainers understand their role in an emergency.
- Trainers must familiarise themselves with the emergency exits and assembly points upon arrival.
- Emergency procedures must be communicated in an accessible format to students, such as posters.
- Schools are responsible for providing translated evacuation diagrams where relevant.
- Trainers must account for all students in attendance during the session.

First aid response

- Staff are not responsible for administering first aid on school grounds. This should be referred to the supervising teacher or referred to the school office.
- Blue Dog Training has a dedicated First Aid Officer at each of its permanent locations, qualified to administer first aid. CPR credentials are updated annually, and first aid credentials are updated every 3 years. Credentials are stored in Employment Hero.

Medical conditions

- Staff will consult with relevant school staff where applicable to determine if any students have pre-existing medical conditions, such as asthma, allergies, epilepsy, or any other condition that may require medical intervention.
- Schools are responsible for providing relevant medical information to staff. Staff must keep a record of students that require individualised needs due to medical conditions while maintaining confidentiality.
- Staff must review any documented medical action plans where needed and follow the action plan in the instance of necessary medical intervention.

First Nations peoples

Blue Dog Training upholds the cultural rights of Aboriginal and Torres Strait Islander peoples, as outlined in Section 28 of the Human Rights Act 2019, ensuring their identity, traditions, and heritage are respected in all training and assessment activities.

- Trainers and staff will embed inclusive practices, encouraging students to express their identity and maintain cultural connections without discrimination.
- Training materials will incorporate Aboriginal and Torres Strait Islander perspectives where relevant, ensuring cultural knowledge and traditions are valued.



- Staff will receive cultural safety training to foster a culturally safe and inclusive learning environment.
- Engagement with Aboriginal and Torres Strait Islander families, Elders, and communities will support student learning and respect cultural responsibilities.
- Students will be supported in maintaining their cultural identity and obligations while participating in training.
- Training conducted on Country or near culturally significant sites will follow appropriate cultural protocols and consultation with Traditional Custodians.
- Environmental sustainability principles will reflect Aboriginal and Torres Strait Islander knowledge of land stewardship.
- A zero-tolerance policy for racism, discrimination, or forced assimilation ensures a culturally safe environment.
- Communication strategies will be inclusive of Aboriginal and Torres Strait Islander languages and cultural expressions where appropriate.
- Policies will be regularly reviewed in consultation with Aboriginal and Torres Strait Islander stakeholders to ensure continuous improvement in cultural inclusion.

Guidelines for photography

- Photographs and videos of children must only be taken when appropriate and necessary, such as for assessment purposes, with parental consent documented before any images are captured.
- Students may be required to take photos of themselves in the workshop or on-site as part of their assessment. These photos must be uploaded securely to the Learning Management System (LMS) and used only for assessment verification.
- Identifying information must not be included with a child's photograph unless necessary for assessment and securely stored within the LMS.
- Only relevant authorised staff (e.g., the allocated trainer and assessor, the department manager) will have access to uploaded photos required for assessment purposes.
- All photographs must be age-appropriate, ensuring students are appropriately clothed and images reflect the professional training environment.
- The use of photographs for promotional or external purposes requires additional parental consent and must not include identifying details unless explicitly approved.
- Official photographers or trainers capturing images must follow clear guidelines, including ensuring consent is in place and restricting image distribution.
- Live streaming of students in training environments is strictly prohibited unless explicitly required for educational purposes and with written consent from parents and students.



- Mechanisms such as restricted access settings are in place to prevent unauthorised reproduction or distribution of photographs.
- Students must be informed about the risks of photography, including the potential consequences of sharing images without consent, and educated on safe digital practices.
- The organisation will regularly review photography policies in line with new technologies and distribution methods to ensure ongoing compliance with child safety standards.
- Photograph storage duration complies with assessment evidence retention requirements dependent on the government and/or funding body contractual requirements.

Guidelines for technology and social media

- Photographs of students must not be shared publicly or on social media without explicit parental consent. If approved, images may only be posted on private, organisation-controlled platforms with restricted access.
- Technology use in training environments must be for educational purposes only. Mobile phones, computers, and other devices must not be used for personal activities during training sessions unless explicitly permitted.
- Only authorised personnel are permitted to post or comment on the organisation's official website, social media accounts, or other online platforms. Staff must follow professional standards when engaging in online discussions related to the organisation.
- Cyberbullying, image-based abuse, and any harmful online conduct are strictly prohibited. Staff and students must report incidents immediately, and all reports will be addressed following internal procedures and, if necessary, escalated to the [eSafety Commissioner](#).
- Ongoing training will be provided to staff on emerging social media trends and online safety risks to help identify potential mental health concerns in students and prevent online harm.
- The organisation prohibits livestreaming from training environments unless approved for educational purposes. If required, livestreaming must be conducted on secure, organisation-approved platforms with strict privacy settings.
- Staff must not use organisational devices, including phones and cameras, for personal use or to capture and distribute images or videos unrelated to training and assessment activities.
- Staff and volunteers are prohibited from engaging in direct messaging, friend requests, or private interactions with students on personal social media accounts. All communication must occur through approved professional channels.
- Resources from the eSafety Commissioner will be included in staff training and induction packs. Informational materials on cyber safety and [safe technology](#) use will be provided to students and parents.
- Posters and online materials will be displayed to educate students on identifying cyberbullying and reporting mechanisms to promote a safe online environment.



Guidelines for substance use and medications

- Smoking and vaping are strictly prohibited within all training environments, including school-based locations. At Blue Dog Training locations, smoking/vaping may only occur in designated outdoor areas, in compliance with Queensland tobacco laws.
- Staff and volunteers must not be under the influence of alcohol, drugs, or impairing medications while conducting training or supervising students. Any staff member suspected of being under the influence will be subject to disciplinary action.
- Alcohol is not permitted at any child-related activities, including awards nights, fundraising events, or any function where students under 18 are present.
- The school is responsible for the safe use and storage of medications for school students within the school-based location. All other instances of medications required by students must be self-managed.
- Staff are responsible for ensuring that all training environments remain free from illicit substances and unauthorised medications. Any concerns must be reported immediately in accordance with organisational procedures.
- The organisation will comply with all relevant laws regarding tobacco, alcohol, and substance use, ensuring a safe and professional learning environment for all children.

Guidelines for managing visitors to Blue Dog Training premises

- Visitors to Blue Dog Training locations must sign in and out upon arrival and departure. A designated staff member is responsible for maintaining visitor records.
- All visitors must be made aware of and agree to the organisation's Code of Conduct before being granted access to training areas, if relevant to the training.
- Visitors must be supervised at all times while on the premises to ensure compliance with safety and child protection requirements.
- Any visitor who does not comply with behaviour expectations or safety protocols will be asked to leave the premises immediately.
- Visitors who are required to interact with students in any capacity must hold a valid Blue Card and have their credentials verified by authorised personnel before engaging in any activities.
- If a designated staff member responsible for visitor supervision is unavailable, an alternative supervisor must be assigned to ensure all visitors adhere to safety and security protocols.
- The organisation will regularly review visitor management procedures to ensure alignment with child safety and security requirements.



Guidelines for confidentiality and privacy

Blue Dog Training has a publicly available [Privacy Policy](#) on the footer of our website. Confidentiality and privacy apply to all students. A summary of guidelines is provided below.

- Confidential information is securely stored in locked cabinets or secure digital folders with access restricted to authorised personnel.
- User access levels, password protection, and locked storage ensure that only approved staff can access confidential information.
- Information retention and destruction follow strict timeframes in compliance with privacy regulations and organisational policies.
- Requests for confidential information from internal and external stakeholders are assessed on a need-to-know basis, with strict controls in place.
- Only authorised personnel may provide official comments to external stakeholders regarding organisational policies, ensuring privacy and accuracy.
- Staff are trained on confidentiality obligations, including identifying potential breaches and understanding the consequences of non-compliance.

6 ORGANISATIONAL CULTURE

Blue Dog Training is committed to promoting and actively maintaining a child safe culture. This is demonstrated by:

- Requiring all Blue Dog Training personnel to read and acknowledge this policy prior to employment or representation.
- Including child safety as an ongoing item in all team meeting agendas. This includes regular updates/refreshers to child safety policies and processes from the management team.
- Providing posters in all offices on our commitment to child safety.
- Nominating a Child Safety Officer for all Blue Dog Training personnel to refer to, as well as the public. Any discussions with the Child Safety Officer have strict confidentiality and privacy requirements.
- Requiring all staff to undertake annual training in child protection for Child Facing Organisations.
- Providing children with child-friendly information on unacceptable behaviour from adults, and reporting mechanisms.
- Undertaking an annual audit of this Policy and its implementation to continue to be effective in addressing risks of harm to children and young people. Audits will incorporate changes to legislation, including obligations for Blue Card holders, whether child safety-related policies and procedures were followed, feedback and complaints, concerns, and/or incidents from children, families, and staff.



7 NOMINATED CHILD SAFETY OFFICER

Blue Dog Training has appointed a Child Safety Officer for its RTO operation, being the designated person to hear or be informed about all allegations or concerns and providing support to personnel. This position provides a single contact for children, parents, and personnel to seek advice and support regarding the safety and wellbeing of children.

The Blue Dog Training nominated Child Safety Officer is the Chief Executive Officer.

8 CHILDREN'S RIGHTS

All children under the age of 18 have the right to:

- Be protected from physical and mental harm and neglect.
- Feel safe and protected.
- Voice their views.
- Have their opinions considered when adults make decisions that affect them.
- Access current and accurate information.
- Participation in activities.

The full list of rights of the child as per the Conventions on the Rights of the Child can be found [HERE](#).

9 RECRUITMENT AND SCREENING

Blue Dog Training recruitment processes ensure all applicants are aware of our commitment to protecting children from harm. This is achieved by:

- Ensuring all job listings explicitly describe our commitment to protecting children from harm,
- Providing information on Restricted Persons and Restricted Employment,
- Ensuring section criteria includes the mandatory requirement for having, or eligibility to obtain a Working with Children Suitability Card (Blue Card) for those who will provide, or potentially provide child-related services (e.g., all trainers and assessors).

Interviews with all candidates include standardised open questions relevant to the position being offered and in relation to child safety and wellbeing. This is not intended to confirm that the candidate's values are aligned to Blue Dog Training.

All candidates must provide at least one reference, who will be contacted to support verification of the candidate's alignment to Blue Dog Training's commitment to child safety and wellbeing values and standards.

The New Employee Induction Checklist advises staff that they must have a Blue Card, or have their application in process, whereby the application is approved by the Human Resources Team. Staff, their direct managers, and the



Human Resources team receives notifications for when a staff member's Blue Card is leading to expiry to ensure currency of their Blue Card.

There is a standing item on Blue Dog Training meeting agendas and annual performance appraisals that covers the staff member's application of this Child Safety and Wellbeing Policy. This ensures ongoing screening of staff members and opens up a discussion on the requirements of this Child Safety and Wellbeing Policy to reinforce staff member understanding of their requirements under the Code of Conduct.

Recruitment process evidence, such as resume, interview responses, referee responses, blue card (if already obtained), and induction checklists, and annual performance appraisals will be securely stored on Employment Hero for all staff. Meeting minutes documents will be securely stored in the Compliance > Quality folder on SharePoint.

Blue Card Requirement

No Card, No Start is a component of Blue Dog Training recruitment processes and condition of employment for all Blue Dog Training personnel. They must hold a [Queensland Blue Card](#) as a paid employee (not volunteer) before commencing work with students under 18 years of age.

Staff providing child-related services at Blue Dog Training and therefore hold a Queensland Blue Card will have their identity checked for authenticity and validity purposes. Their Blue Card will be compared to at least one other current government issued photographic identification document. Individuals with verified identity will be linked in Blue Dog Training's organisational Blue Card portal prior to commencing work in child-related services. Individuals who cease working with Blue Dog Training will be delinked.

Blue Dog Training will maintain an up to date Blue Card Exemption Register, which will list Blue Dog Training staff members that do not provide child-related services and do not require or have a Blue Card, or whether an exemption applies. Note that registered teachers can have an exemption, but must still apply for an exemption. Exemptions will only be approved by the CEO.

All processes relating to Blue Card applications, outcomes, and validity checks are managed by the CEO/Human Resources Team.

Changes to police information

Individuals must immediately notify Blue Card Services by completing a [Change in police information notification form](#) when there are any changes to their police information. Once the form is lodged, Blue Dog Training may receive notification from Blue Card Services that the individual's eligibility for a Blue Card is being reassessed.

Managing notifications from Blue Card Services

Blue Card Services will notify Blue Dog Training where changes to police information are of concern to the nature of holding a Blue Card. These high-risk notifications can include:

- an employee receives a negative notice or is a known disqualified person, or
- an employee has their blue card or exemption card cancelled or suspended, or



- an employee has their blue card application withdrawn, or
- a notification in relation to a serious change in criminal history is received from Blue Card Services.

High-risk notifications will be managed on a case by case basis by the CEO, Human Resources Team and relevant department manager. These notifications may lead to restricting work, suspension, or termination of employment.

10 STAFF TRAINING AND ONGOING CURRENCY

All Blue Dog Training staff must read and acknowledge this Child Safety and Wellbeing Policy at the point of employment. This is currently conducted and maintained on Blue Dog Training human resource software. Any updates made to this Policy requires all staff to read and acknowledge the changes in Policy. This Policy has version control measures in place to ensure currency of Policy, and evidence of staff acknowledging the most recent version of the Policy. At any time, staff may discuss the details of this policy with the nominated Child Safety Officer for further clarification.

All staff undertake an initial Child Protection for Child Facing Organisations online training course through [Bravehearts](#) to provide staff with knowledge and skills required to act on child protection within that environment. This training covers understanding children and young people's diverse circumstances, recognising indicators of child harm, responding effectively to issues of child safety and wellbeing, and how to build culturally safe environments for children and young people. The online training also includes a resource booklet for staff to retain and refer to. All staff must also complete an annual refresher course on Child Protection for Child Facing Organisations. Evidence of initial, and refresher training is recorded in Blue Dog Training human resource software.

All staff will also be required to undertake cultural safety training.

11 MANAGING DISCLOSURE OR SUSPICIONS OF HARM

Harm is defined as 'any detrimental effect of a **significant nature** on the child's physical, psychological or emotional wellbeing'. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation (section 9 of the Child Protection Act 1999). Harm can be caused by a single act or omission or a series of acts or omissions.

Disclosure

A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen to a child. Disclosures of harm may start with:

- 'I think I saw...'
- 'Somebody told me that...'
- 'Just think you should know...'
- 'I'm not sure what I want you to do, but...'



When a disclosure of harm occurs, Blue Dog Training Staff are advised to:

- remain calm and listen attentively, actively and non-judgementally.
- ensure there is a private place to talk.
- encourage the person to talk in their own words and ensure just enough open-ended questions are asked to act protectively (e.g. ‘Can you tell me what happened’...or ‘Can you tell me more about that’). Don’t ask leading questions which tend to suggest an answer. Ensure the person is advised that the disclosure cannot remain a secret and it is necessary to tell someone in order to get help.
- reassure the person they have done the right thing by telling you.
- advise the child that you need to tell someone else who can help the child.
- document the disclosure clearly and accurately, including a detailed description of:
 - the relevant dates, times, locations and who was present,
 - exactly what the person disclosing said, using “I said,” “they said,” statements,
 - the questions you asked,
 - any comments you made, and
 - your actions following the disclosure.
- not attempt to investigate or mediate an outcome, and
- follow any relevant process for reporting a disclosure of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety.

It is important to act quickly and in the best interests of the child or young person after a disclosure of harm is received, irrespective of the alleged source of harm.

Suspicion

A suspicion of harm is when someone has a reasonable suspicion that a child has suffered, is suffering, or is at an unacceptable risk of suffering, significant harm. Blue Dog Training staff have a duty of care to follow up any suspicions of harm or potential risk of harm to children and young people in your care. You can do this by observing and recording the actions of children who might be at risk and reporting your concerns to the relevant authority. You can suspect harm if:

- a child or young person tells you they have been harmed,
- someone else, for example, another child, a parent, or an employee, tells you that harm has occurred or is likely to occur,
- a child or young person tells you they know someone who has been harmed (it is possible that they may be referring to themselves),



- you are concerned about significant changes in the behaviour of a child or young person, or the presence of new, unexplained and suspicious injuries, or
- you see the harm happening.

When a suspicion of harm occurs, Blue Dog Training Staff are advised to:

- remain alert to any warning signs or indicators,
- pay close attention to changes in the child's behaviour, ideas, feelings and the words they use,
- make written notes of observations in a non-judgemental and accurate manner,
- assure a child that they can come to talk when they need to, and listen to them and believe them when they do, and
- follow any relevant process for reporting a suspicion of harm and consider whether there are requirements to report matters to the Queensland Police Service or Child Safety, or consider what support services could be offered to the family if the concern does not meet the relevant threshold to make a report.

Blue Dog Training staff must complete an Incident Reporting Form (Appendix 1) to make a record of disclosure or suspicion of harm. This Policy and associated Risk Register will be reviewed in full each time disclosure or suspicion of harm is recorded. Changes and follow-up actions will be implemented once a review of this Policy's effectiveness is complete.

Support services for children

- [Kids Helpline](#) (phone: 1800 55 1800)
- [Lifeline](#) (phone: 13 11 14)
- [Aboriginal and Torres Strait Islander Family Wellbeing Services](#) (phone: 1300 117 095)
- [Bravehearts](#) (1800 272 831)
- [Legal Aid Queensland and other legal services](#)

Support services for staff

- [Lifeline](#) (phone: 13 11 14)
- [Aboriginal and Torres Strait Islander Family Wellbeing Services](#) (phone: 1300 117 095)
- [Family and Child Connect](#) (phone: 13 32 64)
- [Victim Assist Queensland](#) (phone: 1300 546 587)



- [Bravehearts \(1800 272 831\)](#)
- [Legal Aid Queensland and other legal services](#)

Both children and adults can refer to [THIS PAGE](#) for a full list of support services.

12 MANAGING BREACHES

A breach is any action or inaction by any member of Blue Dog Training, including children, that fails to comply with any part of the strategy which includes but is not limited to:

- Non-compliance with the Code of Conduct,
- Failure to update Blue Card and associated details,
- Failure to declare changes to status as a Restricted Person but continues working for Blue Dog Training,
- Failure to report an offence, disclosure, or suspicion,
- Disrespecting confidentiality and privacy requirements,
- Any action that compromises the safety, wellbeing, or rights of children.

Where a breach occurs, individuals must follow the complaints process outlined below.

Breaches will be reviewed on a case by case basis. Consequences and/or outcomes for breaches will be proportionate to the breach. Examples of consequences are:

- emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct,
- providing closer supervision,
- providing further education and training,
- mediating between those involved in the incident (where appropriate),
- disciplinary procedures (if necessary),
- reviewing current policies and procedures, and
- developing new policies and procedures (if necessary).

The Blue Dog Training Child Safety Officer is responsible for the management of all breaches, and where required may delegate management of the breach to a relevant department (e.g., Human Resources). The Blue Dog Training Child Safety Officer must complete an Incident Reporting Form (Appendix 1) to make a record when a breach of this Policy occurs. This Policy and associated Risk Register will be reviewed in full each time a breach is recorded. Changes and follow-up actions will be implemented once a review of this Policy's effectiveness is complete.



13 COMPLAINTS

Blue Dog Training takes all complaints seriously and has practices in place to investigate thoroughly and quickly whereby a staff member fails to comply with this Policy, which includes the Code of Conduct, and all relevant legislation and regulations.

Complaints are made where there is an allegation of abuse if there is a reasonable belief that an incident took place. A reasonable belief is not the same as having proof. A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds. A reasonable belief is a deliberately low threshold. This enables authorities to investigate and act.

To make a complaint, or to follow up a complaint in relation to child safety and wellbeing, email admin@bluedogtraining.com.au with attention to the Child Safety Officer. A complainant may also call the office on (07) 3331 6000 and request the best/direct contact details of the Child Safety Officer for direct contact. If the complaint is in relation to the Child Safety Officer, the email must be addressed to the Blue Dog Training Director. A complainant can be a Blue Dog Training employee.

The Child Safety Officer will:

- Review the complaint and take the most effective course of action.
- Ensure the safety and wellbeing of the child remains the highest priority.
- Ensure privacy and confidentiality requirements are upheld.
- Report matters where a reasonable belief exists to the Queensland Police Service.
- Keep the complainant up to date.

The Child Safety Officer will review each complaint on a case by case basis, considering the individuals and circumstances involved with the complaint. The Child Safety Officer will refer to this Child Safety and Wellbeing Policy, which is inclusive of the Code of Conduct, and any relevant legislation when undertaking the review of the complaint.

The Child Safety Officer must follow the Reporting instructions below where there is reasonable belief that an incident took place.

14 REPORTING OVERVIEW

Reporting can occur without a complaint.

Reporting child abuse is a community-wide responsibility. Child abuse includes any act committed against a child involving:

- Physical violence,
- Sexual offences,
- Serious emotional or psychological abuse,
- Cultural abuse, and/or



- Serious neglect.

The Child Protection Act 1999 requires certain professionals such as teachers, known as “mandatory reporters” to make a report to Child Safety if they have a **reasonable suspicion** that a child has been, or is being, abused or neglected by a member of their family or any other individual and the child does not have a parent able and willing to protect the child from the harm. Mandatory reporters, and non-mandatory reporters must report their concerns to Child Safety: 1800 177 135

All Blue Dog Training staff have a legal obligation to reduce or remove a known risk of sexual offending against a child by an adult associated with Blue Dog Training. In these instances, staff should follow the complaints process above and work with the Child Safety Officer and management to reduce or remove the risk.

Further, all adults have a legal obligation to report known child sexual offences by an adult against a child to the police. If you have serious concerns relating to the sexual abuse of a child contact Police link on 131 444.

Blue Dog Training personnel:

- Follow the Reporting Instructions when they become aware of an instance or risk of abuse or harm of a child.
- Are aware that they must still act if a child is not subject to abuse, but they still hold significant concerns for their wellbeing.
- Are aware individuals from Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse.
- Are aware that individuals with a disability may experience barriers disclosing an incident.

All Blue Dog Training personnel operating within a Queensland government school are required to be aware of and where appropriate follow the Student Protection Procedure available [HERE](#).

The below table summarises which external Queensland authorities need to be contacted. Contact must be made as soon as possible.

What happened/is happening?	Who to report to	Best contact	Availability
Child is in immediate danger or a life-threatening situation	Emergency Services	Triple Zero (000)	24 hours a day, 7 days a week, 365 days a year
Known child sex offence	Police Link	131 444	24 hours a day, 7 days a week, 365 days a year
Suspect a child is experiencing harm, or is at risk of experiencing harm or being neglected	Child Safety Service Centres	1800 177 135	24 hours a day, 7 days a week, 365 days a year



15 REPORTING INSTRUCTIONS

Blue Dog Training personnel play a critical role in protecting children in our care.

Blue Dog Training personnel must follow the four (4) Critical Actions below, as soon as you witness an incident, receive a disclosure, or form a reasonable belief that a child has, or is at risk of being abused.

Blue Dog Training personnel must act if they form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g., if the victim or another person tells you about the abuse).

Blue Dog Training personnel must use an incident reporting form to keep clear and comprehensive notes.

ACTION 1: Responding to an emergency

If there is no risk of immediate harm, go to ACTION 2.

If a child is at immediate risk of harm, you must ensure their safety by:

- Separating alleged victims and others involved,
- Administering first aid,
- Calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns,
- Identifying a contact person in your organisation for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

If the incident happens in a school environment all suspicions of harm or risk to the student must be discussed with the Principal. When the suspicions/incident relates to the Principal contact must be made with the Regional Director, Department of Education.

ACTION 2: Reporting to authorities

As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions, and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence as per section [229BB](#) and [229BC](#) of the Queensland Criminal Code Act 1899.

You must report all instances of suspected child abuse or suspected sexual abuse (including grooming) to Police.

You must also report internally to the Blue Dog Training Child Safety Officer and Blue Dog Training management.

If the source of suspected abuse is from within the family or community, you must report the suspected abuse to the relevant Child Protection Authority in the State or Territory jurisdiction.

This includes if a child is:

- In need of protection from child abuse,



- At risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability, or development.

If the incident happens in a school environment all suspicions of harm or risk to the student must be discussed with the principal. When the suspicions/incident relates to the principal contact must be made with the Regional Director, Department of Education.

ACTION 3: Contacting parents/carers

The Blue Dog Training Child Safety Officer and Blue Dog Training management must consult with Child Protection and/or Police to determine what information can be shared with parents/carers. They may advise:

- Not to contact the parents/carers (e.g., in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parents/carers to be contacted); or
- To contact the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure, or suspicion).

ACTION 4: Providing ongoing support

Blue Dog Training must provide support for children impacted by abuse. This includes the development of a Student Support Plan developed in consultation with wellbeing professional and/or counselling staff.

Strategies may include development of a safety plan, direct support, and referral to wellbeing professionals.

Privacy

Blue Dog Training will ensure all personal information considered or recorded will respect the privacy of the individuals involved, whether they be personnel, parents, or children, unless there is a risk to someone's safety as per the Blue Dog Training Privacy Policy. Note that all Blue Dog Training staff member must read and acknowledge the Privacy Policy at the point of employment, and when any updates are made to the Privacy Policy. The Privacy Policy contains information on record keeping requirements and information sharing.

Blue Dog Training has safeguards and practices in place to ensure any personal information is protected. Blue Dog Training will record all allegations of abuse and safety concerns using the Incident Reporting Form (Appendix 1) including investigation updates. All records will be securely stored in a secure folder only accessible by Blue Dog Training Executives.

Support for reporters of abuse

Blue Dog Training has engaged a dedicated Employee Assistance Program (EAP) provider to offer a confidential counselling service to employees and immediate families. Staff can refer to the Human Resources Team for more information on current contact details and information of the dedicated EAP provider.



Fair procedures for personnel

While the safety and wellbeing of children is the primary concern for Blue Dog Training it is acknowledged that personnel must also be treated in a fair and just manner. The decisions made by Blue Dog Training when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

16 COMMUNITY ENGAGEMENT

At any time, any individual such as a parent, guardian, teacher, member of community etc. may provide feedback on this Policy by emailing admin@bluedogtraining.com.au with attention to the Child Safety Officer. All feedback will be reviewed and taken seriously, which may influence changes to this Policy.

17 REVIEW PROCESSES

This Child Safety and Wellbeing Policy is reviewed at least annually by the Child Safety Officer and the Manager - Compliance and Quality. The annual review will consider the following:

- Updates to legislation.
- Feedback from staff, children, and/or the community.
- Complaints and concerns made in relation to child safety and wellbeing.
- Instances where a child safety and wellbeing concern was reported.

Updates made to this Child Safety and Wellbeing Policy will be communicated to all staff to review on the Blue Dog Training human resource software. Updates will also be logged in our internal continuous improvement register. The latest version of this policy will be published on our website.

18 RISK MANAGEMENT

The Blue Dog Training Risk Management Strategy (RMS) is an internal document, designed to,

- Understand the context of the risk,
- Identify possible risks to child safety and wellbeing,
- Analyse the risks,
- Evaluate the risks using a risk rating,
- Implement control measures to reduce the chance and consequences of the risk causing harm,
- Monitor the effectiveness of the control measure,
- Communicate the process to key stakeholders.

The RMS takes a proactive approach to mitigating risks to promote the safety and wellbeing of all children and protecting them from harm. The RMS incorporates the National Principles for Child Safe Organisations and the



Conventions on the Rights of the Child. The RMS has been developed and implemented by the CEO and Child Safety Officer of Blue Dog Training. Control measures implemented as per the RMS are described in this Policy.

19 RESPONSIBLE OFFICER MATRIX

Positions with responsibility for actioning of activities identified in this policy and the timelines for which they are accountable are outlined in the table below:

Activity	Position	Timeline
Accountability for adherence to the principles which underpin this policy	CEO	Aligned to ASQA Annual RTO Declaration
Implementation of policy	CEO	Annual internal review
Nominated Child Safety Officer	CEO	Annual internal review
Ongoing review of policy to ensure relevance and alignment to ASQA and other compliance requirements.	Manager - Compliance and Quality HR Project Advisor	Annual internal review
Adherence to policy by employees and other authorised individuals	Program Managers	Annual internal review Staff Performance Review

20 MODIFICATION HISTORY

Review Date	Summary of Changes	Developed By	Approved By
11.06.2025	Policy overhaul to align with the Child Safe Organisations Act 2024	Nicholas Walsh Vanessa Andre	Michelle Campbell, CEO